

**DELAWARE CRIMINAL JUSTICE INFORMATION SYSTEM
BOARD OF MANAGERS
PUBLIC SESSION MEETING MINUTES
November 20, 2019**

OPENING AND ATTENDANCE

The Board of Managers meeting was held at the Delaware Criminal Justice Information System located in Dover, Delaware. Lt. Calhoun called the meeting to order at approximately 10:05 A.M.

BOM MEMBERS

Lieutenant Frederick Calhoun	NCCPD
Marianne Kennedy	JP Court
Marian Bhate	ODS
Saul Hernandez	Family Court
Secretary James Collins	DTI
Ken Kelemen	AOC
Gregory Patterson	DOJ
Carrie Hyla	DYRS
Phillip Winder	DOC
Jeffrey Horvath	Police Chief's Council

STAFF

Earl McCloskey	DELJIS
Mary Hansen	DELJIS
Michael Kelly	DELJIS
Lisa Morris	DAG
Alyssa Huenke	DELJIS
Jennifer Simpson	DELJIS

PUBLIC AND NON-VOTING PARTIES

Captain Benjamin Parsons
Jonathan Kaiser
Cathy Leyden
Tara Scarborough

I. REVIEW AND APPROVAL OF OCTOBER MEETING MINUTES

Ms. Bhate made a motion to approve the October Board of Managers public session meeting minutes. Ms. Kennedy seconded the motion. All in favor, motion carried.

Ms. Kennedy made a motion to approve the October Board of Managers executive session meeting minutes. Ms. Bhate seconded the motion. All in favor, motion carried.

II. HEARINGS

A motion was made by Ms. Hyla to enter Executive Session pursuant to 29 Delaware code §10004 to discuss criminal files and criminal records, the disclosure of which would constitute an invasion of personal privacy, and/or to discuss documents excluded from definition of public record where such discussion may disclose the contents of such documents, including pursuant to §10002 (l)(3)(5)(6)(9) and seconded by Mr. Patterson. All in favor, motion carried.

- Case 20190711 – Lt. Calhoun made a motion for the Appellant's DELJIS access to be suspended for a period of six months beginning September 11, 2019 with no direct or indirect access, including information from or through other employees. After the six-month suspension, subject to re-attend training for reinstatement of DELJIS access and immediately begin logging activity for a period of twelve months. All names identified in this case are also to be flagged in the system. Mr. Patterson seconded the motion. Nine in favor, one abstention. Motion carried.

III. OLD BUSINESS

- i. Automated Usage Statistics – Mr. McCloskey referenced Attachment B in the meeting handouts and advised the attendees to review at their leisure. He noted that in one month there have been 2495 LEISS warrants completed and commended the staff for a job well done on the automated systems.
- ii. Project Status Report – Mr. McCloskey referred to Attachment C in the meeting handouts and provided detailed updates of the following projects:
 - i. Drug Intervention Notices – Mr. McCloskey stated there have been 433 notifications to the Division of Substance Abuse and Mental Health. There will be an expansion on the program with

real-time notification of Narcan use or significant event happens to DSAMH from LEISS.

Currently at an 82% referral rate to refer those people into a treatment program.

- ii. New Expungement Process – Mr. McCloskey stated that the new process is going to go live December 28, 2019. All projects are being put aside until this has been complete. There will be a pre-expungement check that will take programming and building a law enforcement view of prior expungements. An expungement clinic coordinated by Senator Brown is scheduled for Saturday, December 28, 2019 in the City of Wilmington, which brought up some concerns. The safety element of needing a security detail for potential violence and checking identity verifications and possible active warrant scenarios. There is a request to SBI for volunteers to do criminal background checks at the clinic. There was discussion about the potential process that will be done during this clinic.
- iii. DNREC – Mr. McCloskey explained that there have been meetings with DNREC to expand their usage of LEISS, E-Ticket, and E-Crash beyond what it is being used for now. Modifications will have to be made in law file and programming for their needs.
- iv. Elections Web Service – Mr. McCloskey stated the service is going well without any issues. They are authenticating through ACF2 though they are using a third-party web service showing a successful cloud solution.
- v. Involuntary Commitments – Mr. McCloskey explained that officers need to certify whether someone is or is not on involuntary commitment when they file a lethal protection order and weapons relinquishment order. It is a temporary order to prevent someone from obtaining a weapon. There is a proposal to the DOJ to have involuntary commitments entered directly into the system to get pushed to NICS. Audits conducted every other week find people not in NICS that were involuntarily committed.
- vi. Take Care Delaware Notifications – Mr. McCloskey explained that it is a notification DELJIS will be doing for the school districts. Limited information will be sent to the school district when a juvenile has experienced a traumatic event.
- vii. National Sex Offender Registry – Mr. McCloskey stated it is currently in a Java platform and will be converted to a .Net platform
- viii. VINES Cleanup – Mr. McCloskey stated an audit is being done to clean up the data for calls of upcoming court dates that are not actually in the system.
- ix. Servers – Mr. McCloskey stated there will be an upgrade to the SQL database.
- x. Questions – Mr. Horvath asked Mr. McCloskey if he has been contacted by the Statistical Analysis Center about the federally mandated reporting of in-custody deaths. Mr. McCloskey stated it was a topic at the CJC Retreat and it was mentioned briefly but have not yet sat down for a formal discussion.
- iii. DTI RFP re: Mainframe DB Cloud Solution – Mr. McCloskey stated the RP committee met and they have a plan in motion with another meeting scheduled to start scoring vendors. Ms. Bhate inquired about CJIS leaving the mainframe and what would happen with the JIC system. Secretary Collins clarified that CJIS is not leaving the mainframe but for it to be hosted. Mr. McCloskey began conversing about the cost of hosting the model and what the allocation and responsibility of each model, such as JIC, would be to each agency.
- iv. DTI Mainframe Applications Assessment Using MS Vendor “Modern Technologies” – Mr. McCloskey commented that there is a meeting scheduled for the first week of December with vendors to discuss the deep dive into the mainframe to convert into a cloud environment.

IV. NEW BUSINESS

- i. Selection of Nomination Committee – Mr. McCloskey asked for volunteers for the committee. Mr. Horvath, Mr. Winder, and Ms. Bhate volunteer. Nomination Committee scheduled to meet immediately following the Board of Managers meeting.

V. PUBLIC COMMENT

There was no public comment.

VI. ADJOURNMENT

A motion was made by Ms. Kennedy to adjourn the meeting at approximately 12:15 p.m. The motion was seconded by Ms. Bhate. All in favor, motion carried.